



### DEPARTMENT OF PUBLIC WORKS

The Arlington Department of Public Works (DPW) is comprised of seven divisions: Administration, Engineering, Highway, Water/Sewer Utilities, Motor Equipment Repair, Natural Resources, and Cemeteries. With a staff of 78, it is the goal of the Department to provide residents, boards, commissions, and other Town departments with superior Public Works services and support.

#### Administration

The Administration Division provides the following services: financial (including budget preparation and administration), invoice payment, invoice billing, grant management, and water/sewer reading-billing, personnel and payroll management, customer service, contract administration, oversight of contracted solid waste/recycling and hazardous waste collection services, and oversight of contracted streetlight maintenance on public ways and parking lots.

#### Accomplishments

- Held 12 monthly recycling center events at 51 Grove Street facility accommodating over 3,200 visitors. 596 were first time visitors.
- Initiated EcoWeek in partnership with the Planning Department and the APS School Sustainability Program.
- Co-Sponsored twice a year ReUse events which included a town-wide Clothing Swap and Fixit Clinic.
- Prepared extensive annual reports for DEP and MWRA.
- Continued to monitor playing field conditions (March-November) with regard to weather related usability and updated website accordingly.
- Managed contracted curbside collection and disposal of solid waste, recyclables, and yard waste.
- Solid Waste Collection

The Town is contracted with waste hauler, JRM Hauling and Recycling. With JRM as our contractor since 2012 the Town is able to provide weekly curbside and dumpster collection of solid waste and bulky items

from residential and business locations. We were able to expand our services to include weekly collection of recyclables and yard waste. Solid waste is also collected from the following municipal locations: Town Hall and eight other municipal buildings, Community Safety, three fire stations, two libraries, ten public schools, over twenty municipal parks, and approximately fifty public trash barrels. The bulky item collection program collects large items like couches, tables, and sinks.

The Town also provides contracted dumpster trash collection at schools, municipal buildings, non-profit organizations, apartment complexes, and condominium complexes.



#### Recycling

With the advent of weekly mandatory recycling and the addition of weekly yard waste collection, in season, the Department saw a reduction in solid waste tonnage and an increase in the amount of materials recycled.

The Department hosts monthly Recycling Center events to collect harder-to-recycle materials that cannot be collected as part of our curbside program. At the Recycling Center, residents can drop off bulky rigid plastic items such as broken trash cans, recycling and storage bins, packing foam (expanded polystyrene coolers and the like), electronic waste/TVs/CRT computer monitors, scrap metal, clothing, textiles, books, and media such as CDs and DVDs. The Department maintains free electronic waste drop off programs during regular business hours.

#### Accomplishments

- Expanded Food Scrap Diversion Programs
  - Continued pilot Feed FiDO 24/7 drop off program, growing the number of participants to 470 registered users
  - Purchased and began distribution of 500 curbside food scrap diversion starter kits
  - Encouraged expanded food scrap diversion behavior through outreach, education, and promotion of three-part program: backyard composting, 24/7 drop off, and subscription services.
- Improved website searchability through partnership with MA DEP to integrate a free search tool introducing consistent recycling and waste disposal practices across the

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## Recycling, Solid Waste, and Hazardous Waste Statistics (in tons unless specified)

Materials	FY2017	FY2018	FY2019
Solid Waste	12,540	12,684	12,262
Single-Stream Recycling	5,224	5,111	4,994
Yard Waste	2,578	3,894	2,521
Electronic Waste	64.39	66.84	63.61
Appliances (units)	495	513	573

state, complementing the Town's program information.

- Provided discount compost bin and rain barrels programs
- Continuation of support for the School Sustainability Program
- Shared payment of Coordinator's salary with Arlington Public Schools
- Co-managed food scrap collection at all 10 schools

### Yard Waste Collection

JRM collects yard waste curbside on a weekly schedule from mid-April through the first week of December. Additional recycling information can be found online at [arlingtonma.gov/recycle](http://arlingtonma.gov/recycle).

### Household Hazardous Waste Collection

2019 marked the twenty-second year of Arlington's membership in the regional household hazardous waste collection program. Eight monthly collection days were held from April through November. The program continues to collect large quantities of hazardous materials including pesticides, chemicals, used motor oil, antifreeze, oil based paints and solvents, and household cleaning products. There were 504 carloads from Arlington collected in 2019.

### Engineering Division

The Engineering Division continues to provide a wide variety of support services to other DPW divisions, various Town departments, commissions, contractors, public utilities, and to the general public. The Engineering Division works closely with the Highway, Water, and Sewer Divisions upgrading and improving the infrastructure of the Town by providing surveys, engineering design, construction plans, field layouts, and field inspection services. The Engineering Division also provides technical design and specification for municipal infrastructure improvements, oversees contracted maintenance of the Town's traffic signals, reviews and makes recommendations on the impacts of planned private construction projects, reviews and provides regulation on proposed private way projects and improvements.



*Pavement preservation operation in Arlington Heights*

### Accomplishments

- Oversaw and monitored Town Capital Projects: road rehabilitation, pavement preservation, water line rehabilitation, sewer rehabilitation, and sidewalk, curb, and handicap ramp work.
- Performed oversight and monitoring for Road Rehabilitation and pavement preservation.
- Coordinated with DPW Administration for traffic signal and street light maintenance and updates.
- Worked with other Town Departments and consultants to provide technical input and assistance for miscellaneous projects, including Spy Pond Bank Stabilization Project, Wellington Park, and Arlington Reservoir Beach and Parking Lot.
- Monitored on-going utility construction projects by major utility providers in Town right of ways including Eversource and National Grid in conjunction with the Operation Manager, Water and Sewer Division and Police Department, including review and administration of work conditions and requirements including outreach, traffic management and trench repairs, and grant of locations with the Select Board Office.
- Administered Arlington, Belmont, and Cambridge Tri-Community Stormwater Flooding Group including meeting agenda and presentation considerations, transferring administration to Cambridge in 2020.

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- Administered and coordinated the request for proposals for the Lake Street/Minuteman Bike Path Traffic Signal Project.
- Provided technical resources and necessary project and plan review to assist Water Division including site plan reviews, unidirectional flushing program, and capital water planning.
- Coordinated and assisted the preparation of the following administrative and regulatory requirements:
  - Prepared Notice of Intent for EPA NPDES Municipal Separate Storm Sewer System (MS4) permit.
  - Annual Arlington Reservoir Dam Emergency Action Plan.
  - MWRA Municipal Discharge Permit.
  - MADEP Sanitary Survey for water distribution system.
- Worked with Conservation Commission Administrator to finalize and closeout Mystic 35 Project; a DEP Grant funded stormwater improvement project located in the Mystic River Reservation.
- Coordinated construction of bio-retention facilities at intersection of Egerton Road and Herbert Road for watershed and water quality improvements.
- Supervised Annual Summer Environmental Internship Program, reviewing and updating regulations and EPA MS4 requirements. Inspection and GIS data collection of BMP's and Green Infrastructure Grant Project and design preparation.



Pathway at Spy Pond Park, part of the Spy Pond Park Stabilization Project.

## Highway Division

The Highway Division of the Public Works Department maintains 102 miles of roads, 175 miles of sidewalks, 175 miles of curbing, eight parking lots; along with numerous guardrails, stairs, walls, and fences. The division oversees solid waste services including trash/recycling collections, bulky items collection/disposal, waste fill disposal, and hazardous waste programs. The division also performs street sweeping services and maintains traffic lines, signs, and drainage systems (culverts, pipes, manholes, catch basins, and drain channels).



**Street Sweeping** –Swept all streets two times (spring and fall).

- Sweeping on main streets done weekly (twenty-eight times).

**Snow and Ice Control** – There were 24 snow and ice events.

- Private contractors used for 9 events.
- 43 inches total snow for season.

## Performance Measurements

- Repaired or replaced 36 catch basins.
- Cleaned 610 catch basins.
- Removed and installed 8,300 l.f. of sidewalk.
- Patched over 2,000 potholes using 1,175 tons of asphalt.

## Special Projects

- Placed 150 sand barrels town-wide for winter season.
- Constructed Town Day 24' x 24' stage.
- Delivered tax bills to post office for Treasurer's Office.
- Set up and break down for Soap Box Derby on Eastern Avenue.
- Assisted with Feast of the East, Summer Arts Block Party, and Somerville 5K road race.



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## Water/Sewer Division

The Water and Sewer Division continues to maintain 131 miles of water mains, 117 miles of sewer mains, 9 Sewer Lift Stations, 1,414 hydrants, and numerous valves, and service connections/shut offs. Additionally, the division reads usage meters and prepares quarterly bills on approximately 12,500 accounts.

### Performance Measurements

- Replaced 1,423 water meters.
- Provided water use data to the Town Treasurer for billing while changing out meters and electronic reporting equipment.
- Repaired water main leaks at 40 locations.
- Repaired water service lines at 34 locations.
- Replaced 10 hydrants.
- Flushed over 187 locations to clear blockages from sewer mains and services.
- Sampled 14 locations, weekly, for water quality.
- Provided over 547 mark outs for underground excavation work.

## Motor Equipment Repair Division

The Motor Equipment Repair Division continues to maintain 105 over-the-road vehicles including three front end loaders, five backhoes, one mini-excavator, two tractors, nine heavy-duty dump trucks, nine small dump trucks, twenty-two pickup trucks, six utility body trucks, ten snow fighters, nine school buses, two street sweepers, two sewer-flushing trucks, one rubbish packer, one compressor truck, one generator truck, two welding trucks, six sedans, three vans, one heavy-duty crane, one rack body, one small multi-use tractor, and one flat bed.



From above, DPW Yard at 51 Grove Street

### Major Accomplishments

- Acquired new department vehicles; 2-3/4 ton pickups with plows, 2wd 33,000gvw dump truck w/plow, 4wd 44,000gvw sander, tree division bucket truck, water division valve crane truck.

### Performance Measurements

- Provided preventative maintenance and repairs on 150 motor vehicles, including vehicles assigned to other Town departments.
- Maintained snow and ice vehicles during events.

## Natural Resources Division

The Natural Resources Division consists of the Forestry and Parks sections and is responsible for the proper management, care, and maintenance of Arlington's public trees.

### Forestry

During the year the division maintains Town trees including those along the Minuteman Bikeway that runs from the Cambridge line to the Lexington line. The division is responsible for the execution of the holiday lights program. The division also cleans and maintains traffic islands around Town. On Massachusetts Avenue the division is responsible for installing event banners. Staff of the division maintains the extensive grounds between the Town Hall and the Robbins Memorial Library.

### Performance Measurements

- Planted 322 trees.
- Removed 228 trees.
- Maintained "Tree City USA" designation from the National Arbor Day Foundation.

### Accomplishments

- Planted trees including the following strategic locations:
  - 100 trees planted in neighborhoods with low canopy cover as identified in a recently completed Town tree survey.
  - 4 trees at Hardy school for Arbor Day celebration.
  - 20' Red Maple at Uncle Sam Park.
  - 4 trees at the Whittemore Robbins House.
  - 6 trees planted along Railroad Avenue in response to a need outlined in a Heat Island Study completed by Boston University graduate students.
- Awarded a "Growth Award" from the National Arbor Day Foundation for additional work in protecting and providing for trees in Arlington.

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## Park Maintenance

The division maintains thirty parks, twenty-six playgrounds, nineteen athletic field infrastructure open spaces, and public lands including: the Reservoir forested trails and beach facility, North Union Spray Pool, the Town Hall Gardens, the Donald R. Marquis Minuteman Trail, Broadway Plaza, the Robbins House gardens, Menotomy Rocks Park, and twenty-one traffic islands.

## Performance Measurements

- Maintained all Town fields to accommodate various sports leagues.
- Continued to put a priority on prompt graffiti removal.
- Maintained Town-owned sidewalks throughout the winter.



*A view from above. Menotomy Rocks park in autumn.*

## Cemeteries Division

The Cemeteries Division maintains the sixty-two acre Mt. Pleasant Cemetery and the Old Burying Grounds. Lawn mowing, raking, and tree trimming are done by contracted services. Maintenance of gravestones, tombs, walls, fences, roadways, trees, and the Chapel is provided by four staff members.

Mt. Pleasant Cemetery is expected to run out of space for new gravesites within the next few years and planning for future interments is a major priority. The new columbarium was completed in 2017. The Town is now able to provide niches for cremain burial on a preneed basis. The cemetery also has space available for green cremain burials.

Mount Pleasant Cemetery Service Types	Amount	Revenues Invoiced
New Earth Grave Site Sales	25	\$55,000
New Urn Grave Sales	2	\$700
Perpetual Care Sales	27	\$13,500
Grave Site Buy-backs	2	(\$3,000)
Earth Burials	147	\$147,000
Cremain Burials	70	\$21,000
Columbarium Sales	10	\$16,000
Columbarium Fees	9	\$900
Public Lot	0	\$0
Non-Resident Burials	111	\$54,550
Overtime, Holiday Surcharges	42	\$29,800
Mock Burial	0	\$0
Foundation Charge	32	\$6,400
Disinterments	1	\$500
Veteran Graves – earth/urn	0	\$0
Recording Fee	10	\$1,000
Chapel Use, Misc.	8	\$565
<b>Total Gross Revenues</b>		<b>\$343,915</b>

## Major Accomplishments

- Completed backlog of comprehensive tree care maintenance. Work began on the development of preventative tree care and planting program in cooperation with Cemetery Commissioners and Town Tree Warden.

## Recognitions

In conclusion we would like to extend heartfelt thanks to our dedicated Public Works employees who keep our roads repaired and plowed, water flowing, our sewers running, our trash picked up, and our parks attractive. Their efforts are an important part of the high quality of life that we enjoy in our community.

## ARLINGTON TREE COMMITTEE

The mission of the Arlington Tree Committee (ATC), established in 2010 by the Arlington Select Board, is to promote the protection, planting, and care of trees in Arlington. ATC meets this mission through raising awareness of trees and their benefits. This is done by participation in community events such as Town Day and Arbor Day. In addition the committee sends out information on an ongoing basis using [arlingtontrees.org](http://arlingtontrees.org), Facebook, Instagram, and Googlegroup.

### Updating Tree Inventory and Implementing Tree Management Plan

In 2017 ATC received a grant from the Mass. Department of Conservation and Recreation (DCR) to complete a town-wide Street Tree Inventory and Management Plan. ATC has been working with the Arlington's Tree Warden and the GIS coordinator to ensure that the Tree Inventory is kept up to date and is utilized as a management tool in tracking tree planting/removals and tree maintenance. Tree concerns identified in the management plan have also continued to be addressed throughout the year. These include, increasing Arlington's tree canopy and biodiversity, proactive tree management, gas-leak testing before planting, and improving tree care/watering.



ATC members with Arlington Town Manager, Tree Warden, DPW Director in front of new tree planted at Uncle Sam Park.

### Continuing Community Tree Canopy Program for the Third Year

In order to continue to expand Arlington's tree canopy, in the spring of this year ATC offered 30 discounted trees for sale to residents using money from the Trees Please Fund. Working with New England Nursery Services, the Committee ordered and coordinated the delivery of 30 trees (redbud trees or red oaks) for planting on private properties throughout Arlington. Trees were sold for \$65 and delivered. Funds received from the sales were placed back in the Trees Please Fund.

### Improving Care of Newly Planted Trees

In addition to delivering tree care instructions to homes with newly planted street trees, the DPW facilitated a pilot effort to hire two summer interns for watering new trees.

### Working with Town Officials to Ensure Trees are Considered in all Town Design Projects

ATC attended public input sessions and advocated for the preservation and planting of trees in several Town projects including Whittemore Park, the new Arlington High School, Broadway Plaza, and North Union Park, as well as being part of the discussion regarding new zoning proposals.

### Enforcement of the New Local Tree Preservation Bylaw

- The new bylaw went into effect at the start of 2017 to attempt to curb the loss of trees during new construction. An amendment to the bylaw was passed on September 1, 2019 to improve the effectiveness of the bylaw.
- Development of Construction Guidelines. ATC has been working closely with Arlington's Tree Warden to develop construction guidelines for distribution at the Inspectional Services Department in order to streamline the process for complying with the Tree Preservation Bylaw (and Chapter 87).

### Exploring Options for Planting Street Trees on Private Property

To enhance health and longevity of trees, ATC has been exploring ways of planting trees in more viable locations than in the tree strip.